

18 July 1973

MEMORANDUM FOR THE RECORD

SUBJECT: Conversation with the DC/Transactions and Records  
Branch/OP Concerning Training Reports

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1. Talked with [ ] DC/TRB/OP, on Wednesday, 18 July, concerning OTR's Training Reports and their retention in the Official Personnel Files. The call was prompted by an inquiry from [ ] DC/SIWA, who had been told that Training Reports are purged from the OPF after two years.

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2. This purge is not so. All Training Reports sent to TRB are filed sequentially in that section of the file reserved for Training. The only purging that is done is two years after the person has resigned. Included in this purge is Training that totals less than 40 hours.

3. Several other points:

The data from ATR is not put in the file,

The bioprofile is not updated regularly; only when there is a name change, employee number or in response to a special request from an Agency officer. (QAB handles this independently over TRB.)

QAB uses the ATR (six month's supplement) in its updating the profile.



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